

Contract No. DE-AC07-97ID13481

SECTION G

CONTRACT ADMINISTRATION DATA

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SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES (MAR 1989)

All correspondence submitted by the Contractor (except for invoices and reports) shall be subject to the following procedures:

- a. Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the DOE COR, with an information copy of the correspondence to the DOE Contract Specialist.
- b. Patents/Technical Data Correspondence. Correspondence concerning patent and technical data issues shall be addressed to the Patent Counsel, Office of Patent Counsel as designated in Clause G.2, with an information copy to the Contracting Officer and the COR.
- c. Non-technical Administrative Correspondence.
 - 1. If a Government Contract Administration Office is designated in Block 6 on the face page of this contract, all non-technical correspondence, shall be addressed to the Contracting Officer at the Government Contract Administration Office so designated, with information copies of the correspondence to the Contracting Officer and the COR.
 - 2. If no Government Contract Administration Office is designated in Block 6 on the face page of this contract, all correspondence, other than technical correspondence shall be addressed to the DOE Contracting Officer, with information copies of the correspondence to the DOE COR, and to the DOE Patent Counsel (where patent or technical data issues are involved).
- d. Subject Line(s). All correspondence shall contain a subject line commencing with the contract number, as illustrated below:

"SUBJECT: Contract No. DE-AC07-97ID13481, Advanced Mixed Waste Treatment Project

G.2 DESIGNATION OF PATENT ADVISOR (NOV 1991)

The following office is hereby designated to represent the Contracting Officer in administering the Patents Clause in this contract.

Deputy Chief Counsel
Intellectual Property Law Division
U. S. Department of Energy
Chicago Operations Office
9800 South Case Avenue
Argonne, IL 60439

Correspondence with respect to this clause shall be directed to the Patent Counsel, with a copy to the Contracting Officer.

G.3 INFORMATION ON VOUCHERS/INVOICES (APR 1990)

All vouchers/invoices shall include a Statement of Services rendered. This statement shall include the information required by Appendix I of Section J for treatment services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract.

G.4 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MAR 1989)

The COR will be designated by separate letter and will represent the Contracting Officer in the technical phases of the work. The COR is not authorized to change any of the terms and conditions of this contract. Changes in the Scope of Work will be made only by the Contracting Officer by properly written modification(s) to the contract. Additional COR(s) for other purposes as required may be designated in writing by the Contracting Officer.

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G.5 CONTRACT ADMINISTRATION (MAR 1989)

The contract will be administered by:

U.S. Department of Energy
Idaho Operations Office
Procurement Services Division
ATTN: J. O. Lee
Mail Stop 1221
850 Energy Dr.
Idaho Falls, Idaho 83401-1563

Written communication shall make reference to the contract number and shall be mailed to the Contract Specialist designated via separate correspondence to the above address.

G.6 SUBMISSION OF VOUCHERS/INVOICES (ALTERNATE I) (APR 1991)

In accordance with the clause entitled "Payment" of the General Provisions, the Contractor shall submit invoices for authorization for payment to the address specified below:

U.S. Department of Energy
Idaho Operations Office
ATTN: Financial Services Division
Mail Stop 1242
850 Energy Dr.
Idaho Falls, Idaho 83401-1563